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Time Flies...



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Objectives

- Understand the purpose of time management
- Gain new time management skills
- Have FUN!!!!

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A Full Jar



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Getting Started

- Concentrate on results, not on being busy
- Pareto Principle
 - 80:20 Rule



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Plan of Attack

- Write down all tasks need to complete
 - Large: break further down
- Allocate all jobs with priorities from A to F
- Now, rewrite list in priority order
- You now have a precise plan of attack

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Schedules

- Understand what you can realistically achieve with your time
- Plan to make the best use of the time available
- Leave enough time to handle the unexpected
- Minimize stress

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Create a Schedule

1. Identify time you have available for the work
2. Block in actions you must take to do a good job
3. Review To Do List
4. Block in contingency time
5. Discretionary time

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Where does the time go?

- How long is spent on unimportant things?
- What time of day is your most effective?



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Activity Logs

- Eliminate unnecessary items
- Schedule challenging tasks when energy is highest
- Minimize the number of times you switch between tasks
- Reduce amount time on personal activities

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FOCUS

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In Flow

Being completely involved in an activity for its own sake. The ego falls away. Time flies. Every action, movement, and thought follows inevitably from the previous one, like playing jazz. Your whole being is involved, and you're using your skills to the utmost.

-Mihaly Csikszantmihalyi

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Get in the Flow

- **Get comfortable**
 - Rearrange work environment
 - Tidy up
 - Temperature



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Get in the Flow

- **Interruptions Out:**
 - Block the most common distractions
- **Manage Stress:**
 - Reduce or eliminate stressors
 - Delegate tasks

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Get in the Flow

- **To Do List:**
 - Empty your mind
 - Don't multi-task
- **Think Positive:**
 - Negativity is undermining

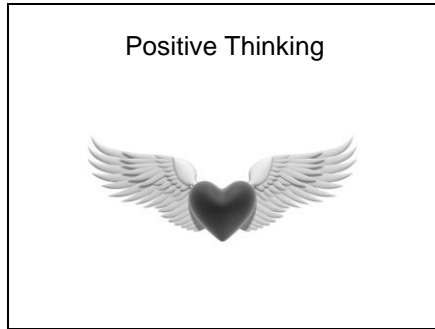


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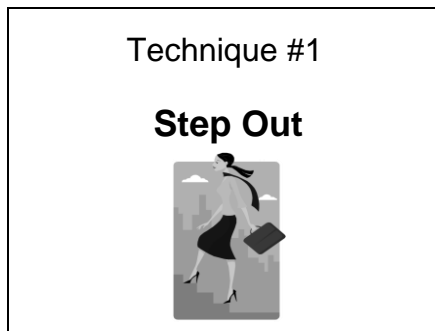
The In-Box



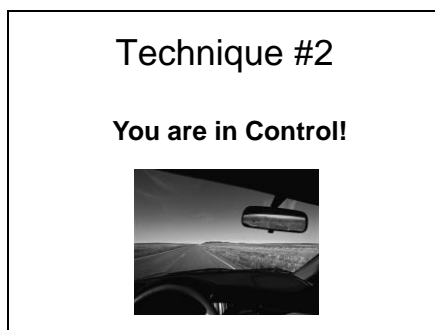
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Technique #3

Fuel to the Fire!



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Technique #4

Future is in your hands



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Don't hold on too tight.

